



# Culinary Specialist Submarine (CSS)

April 2021





## United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



### The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

# CAREER ROADMAP

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## Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Culinary Specialist Submarine community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

## What is a Career Roadmap for Culinary Specialist Submarine?

Culinary Specialist Submarine roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

## What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

## Do Sailors have to follow the Roadmap?

Yes. The Culinary Specialist Submarine roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Culinary Specialist School at CSS Fort Lee, VA, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

## Notes:



## CSS CAREER PATH



Culinary Specialists (Submarines) (CSS). CSSs operate and manage Navy messes and living quarters established to subsist and accommodate Navy personnel. They prepare menus, manage and account for subsistence inventories and prepare and maintain financial records. Navy Culinary Specialists provide food service for Admirals and senior government executives and run the White House Mess for the President of the United States. Responsible for all aspects of the dining (mess decks) and living areas, Culinary Specialists work in the “heart of the ship” and are vital in maintaining high crew morale on the submarine and every shore base.

<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO ADVANCE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/ SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	CSSCM	22.5 Yrs	FORCM, COB/CMC Program, CSEL	36	4 <sup>th</sup> Shore Tour Billet: TYCOM CSS, GRP CSS, ISIC CSS. Duty: TYCOM CSS, GRP CSS, ISIC CSS, Large Ashore Galley
23-26	CSSCM CSSCS	22.5 Yrs 17.8	FORCM, COB/CMC Program, CSEL	36	4 <sup>th</sup> Sea Tour Billet: SDEA, Leading CSS or COB qualified and serving one year. Re-qualification: DOOW or Pilot
20-23	CSSCM CSSCS CSSC	22.5 Yrs 17.8 13.6	COB/CMC Program, CSEL, ECM	36	3 <sup>rd</sup> Shore Tour Billet: Dept. LCPO. Duty: GRP CSS, ISIC CSS, Shore Galley, School House, Flag/EA** Qualification: CDO NEC: S13A and S14A S15A is required EA/PQ CSSs
16-20	CSSCS CSSC CSS1	17.8 Yrs 13.6 9.1	CWO, LDO, OCS, COB, CSEL	48	3 <sup>rd</sup> Sea Tour Billet: Dept LCPO/LCPO, if COB qualified and serving. Duty: Submarine. Qualification: DOOW or Pilot NEC: S13A and S14A
12-16	CSSCS CSSC CSS1	17.8 Yrs 13.6 9.1	LDO ENLISTED AIDE	36	2 <sup>nd</sup> Shore Tour Billet: LCPO for a Galley. Duty: Base Galley, GRP CSS, ISIC CSS.NFMT. Qualification: CDO NEC: S13A and S14A S15A is required EA/PQ CSSs
8-12	CSSC CSS1 CSS2	13.6 Yrs 9.1 4.9	STA-21/OCS ENLISTED AIDE	54	2 <sup>nd</sup> Sea Tour Billet: Division LPO or LCPO. Duty: Submarine. Qualification: Leading CSS, COW NEC: S13A and S14A
4-8	CSS1 CSS2 CSS3	9.2 Yrs 4.9 2.3	STA-21/OCS ENLISTED AIDE	36	1 <sup>st</sup> Shore Tour Billet: Galley Watch Captain, Duty: GWC, RK NEC: S13A
1-4	CSS2 CSS3	4.9 Yrs 2.3	STA-21/OCS	52	1 <sup>st</sup> Sea Tour Billet: Cook on Watch. Duty: Submarine Qualification: Submarine Warfare. Galley Watch Captain (GWC), Pantry Watch Captain (PWC), Records keeper (RK) NEC: S13A



## CSS CAREER PATH



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1+/-	CSSSN CSSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

### Notes:

1. Advancement. Competes as one group for advancement to CSS3 through CSSCM.
2. Personnel in a designator 8 status are disqualified from Submarine service and are not to be reassigned to Submarines without prior approval of NAVPERSCOM.
3. Rating NEC's

S13A (formally 3527) Advanced Culinary Technics and Management  
S14A (formally 3529) Wardroom and Galley Supervisor  
S15A (formally 3530) Public Quarters Enlisted Aide Specialist

### Considerations for advancement from E6 to E7

- FULLY QUALIFIED if they have served as a LPO for greater than 12 months and have the following qualifications: Leading CSS.
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND have served as the LPO or Leading CSS at sea for 12 months AND are qualified COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

#### Detachment UR&D:

Fully QUALIFIED if they have served as a LPO AND are qualified either STBD Tethered Management System (TMS), OR ROV Pilot, OR Port Payload (PPHL), or Mission Navigation Watch, OR EES1 Technician.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either Mission Duty Chief (MMP DCPO) or COW/DCPO as stated above.

#### Detachment TRITON:

FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (MWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or COW/DCPO as stated above.

#### Detachment POSEIDON:

FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (formerly Projects Watch Supervisor (PWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or COW/DCPO as stated above.



## CSS CAREER PATH



For candidates who have converted into the submarine force, the board **MUST** consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

### **Consideration for advancement from E7 to E8**

- **FULLY QUALIFIED** if they have served as a LCPO for 12 months and are qualified COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL).
- **BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard and have served as the Leading CSS at sea **AND** are qualified DOOW (688/SSBN/SSGN) or PILOT (VACL) **AND** have a history of sustained superior performance defined as a majority of their Individual Trait Averages **ABOVE** RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board **MUST** carefully weigh their achievements and demonstrated leadership when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment UR&D:

**FULLY QUALIFIED** if they have served as a LCPO.

**BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified Mission Duty Chief (MMP DCPO), Mission Watch Supervisor, and Research Duty Officer or DOOW/PILOT as stated above.

Detachment TRITON:

**FULLY QUALIFIED** if they have served as a Cadre LCPO.

**BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard and are qualified Mission Control Officer (MCO) or DOOW/PILOT as stated above.

Detachment POSEIDON:

**FULLY QUALIFIED** if they have served as Cadre LCPO.

**BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified either MCO or DOOW/PILOT as stated above.

For candidates who have converted into the submarine force, the board **MUST** consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

### **Consideration for advancement from E8 to E9**

- **FULLY QUALIFIED** if they have served as LCPO at sea for 12 months and are qualified DOOW (688/SSBN/SSGN) or PILOT (VACL).
- **BEST QUALIFIED** if they meet the **FULLY QUALIFIED** standard **AND** are qualified Chief of the Boat **AND** have a history of sustained superior performance defined as a majority of their Individual Trait Averages **ABOVE** RSCA.



## CSS CAREER PATH



For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board **MUST** carefully weigh their achievements and demonstrated leadership when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board **MUST** consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are **BEST QUALIFIED** since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO an LCPO.



## Culinary Specialist Submarine Occupational Advancement Requirement Standards (OARS) to E4 NAVEDTRA 44025

**NAME:** \_\_\_\_\_

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

### DINING FACILITY MANAGEMENT

Task Objective	** Supv Init	Date
Breakdown mess decks (e.g. cold/hot bars, beverage lines, salad bars, tables, etc.)		
Breakdown sculleries and deep sinks		
Breakdown serving lines		
Breakdown wardroom settings		
Monitor serving line food temperatures		
Portion individual servings		
Prepare food labels		
Serve foods (normal messing, abnormal conditions)		
Set up mess decks (e.g. cold/hot bars, beverage lines, salad bars, tables, etc.)		
Set up sculleries and deep sinks		
Set up serving lines		
Set up wardroom settings		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

\_\_\_\_\_

### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)



## FOOD PREPARATION

Task Objective	** Supv Init	Date
Bake food products (e.g. pastries, breads, desserts, etc.)		
Boil food products		
Braise food products		
Calculate recipe conversions		
Carve meats		
Chill food products		
Conduct food quality assurance checks		
Create garnishes		
Cut fruits and vegetables		
Decorate cakes		
Fry food products		
Grill food products		
Mix food products (e.g. bakery products, prepared products, etc.)		
Prepare bakery products		
Prepare leftover food products		
Provide menu change recommendations		
Review recipes (e.g. required ingredients, required conversions, recipe substitutions, etc.)		
Sauté food products		
Shutdown food service equipment		
Slice food products		
Startup food service equipment		
Steam food products		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## SANITATION

Task Objective	** Supv Init	Date
Clean beverage dispensers		
Clean dining areas		
Clean food preparation equipment		
Clean food service areas		
Clean food service equipment		
Clean food storage areas		
Clean galley utensils		
Clean refrigerated spaces		
Conduct sanitation inspections		
Contain food-borne pathogen exposures		
Dispose of contaminated foods		
Report insect and pest infestations		
Sort waste		
Verify food temperatures		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## SUPPLY

Task Objective	** Supv Init	Date
Inspect subsistence provisions		
Inventory consumables		
Issue food service consumables		
Issue subsistence provisions		
Organize supply storerooms		
Receive subsistence provisions		
Requisition daily food items		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

## TECHNICAL ADMINISTRATION

Task Objective	** Supv Init	Date
Input daily food preparation worksheet data		
Maintain temperature logs		
Post food nutritional contents		

\*\* Supv Init may be LPO or E5 or above designee

### DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

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**COMMAND ENDORSEMENT**

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.  
Signature level at discretion of command.

**DIVISION OFFICER:**

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**DEPARTMENT LCPO:**

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**DEPARTMENT HEAD:**

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**COMMAND CAREER COUNSELOR:**

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**COMMAND MASTER CHIEF:**

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**COMMANDING OFFICER:**

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**PENALTY STATEMENT**

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.  
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

**Command Comments – Command Use Only:**

**Enlisted Community Manager Comments:**

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.



## Culinary Specialist Submarine Seaman Recruit to Seaman

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Culinary Specialist "A" School <sup>1</sup>	CSS, FT LEE Va.	A-800-0013	25 days	
Basic Enlisted Submarine School (BESS) <sup>1</sup>	Groton, CT	A-060-0011	47 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Culinary Specialist Recordskeeper Course <sup>1</sup>	Norfolk/San Diego	A-800-0009	16 days	
Food Service Sanitation Training <sup>1</sup>	NFMT Classroom		1 day	
FSM Basic/Maintenance Seminar <sup>1</sup>	NFMT Classroom		1 day	
FSM/Recordskeeper <sup>1</sup>	NFMT Classroom		1 day	
Wardroom Service Seminar <sup>1</sup>	NFMT Classroom		1 day	
Cake Decorating Seminar <sup>1</sup>	NFMT Classroom		1 day	
Bread Baking <sup>1</sup>	NFMT Classroom		1 day	
Four-Hour Sanitation Refresher <sup>1</sup>	NFMT Classroom		1 day	
Knife Handling/Terminology <sup>1</sup>	NFMT Classroom		1 day	
Recipe Conversion/NAVSUP 1090 <sup>1</sup>	NFMT Classroom		1 day	
Food Service Equipment <sup>1</sup>	NFMT Classroom		1 day	
CS Advancement Techniques Seminar <sup>1</sup>	NFMT Classroom		1 day	
Serv-Safe <sup>1</sup>	NFMT Classroom		1 day	
Menu Planning and Nutrition <sup>1</sup>	NFMT Classroom		1 day	
Basic Garnishing <sup>1</sup>	NFMT Classroom		1 day	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

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## **JOB DESCRIPTION**

Culinary Specialists Submarine are Sailors who operate and manage Navy messes, afloat and ashore, established to subsist Naval personnel; estimate quantities and types of food items required; assist Supply Officer in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces; maintain records of financial transactions and submit required reports.

### **Recordskeeper**

Properly prepare, maintain, and submit General Mess records and returns to include procurement, receipt, expenditure procedures, ration system and food cost control, surveys, transfers, and reports using the Automated Food Service Management (FSM) system.

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## **RECOMMENDED BILLET ASSIGNMENTS**

Working as entry-level food service specialists, Culinary Specialist Submarine Third Class and below will usually be assigned to Navy messes afloat and ashore, Navy hospitals or one of their detachment, and submarines. Other assignments include Flag mess, Flag quarters, Vice President's Quarters, Camp David, and Presidential Food Service

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month:  12 Month:  18 Month:

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
General Damage Control 301-306		
3M 301-302 PQS		
Helmsman/Planesman(except VA class)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		
Surface Warfare Specialist		
Seabee Combat Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
CS PQS 301-305		
CS NRTC		

Notes on Qualifications:

## CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the CSS-Culinary Specialist Submarine rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Culinary Federation (ACF)	Certified Chef de Cuisine (CCC)	
E4	American Culinary Federation (ACF)	Certified Culinarian (CC)	
E7	American Culinary Federation (ACF)	Certified Culinary Administrator (CCA)	
E6	American Culinary Federation (ACF)	Certified Culinary Educator (CCE)	
E6	American Culinary Federation (ACF)	Certified Executive Chef (CEC)	
E6	American Culinary Federation (ACF)	Certified Executive Pastry Chef (CEPC)	
E5	American Culinary Federation (ACF)	Certified Pastry Culinarian (CPC)	
E5	American Culinary Federation (ACF)	Certified Sous Chef (CSC)	
E5	American Culinary Federation (ACF)	Certified Working Pastry Chef (CWPC)	
E5	American Culinary Federation (ACF)	Personal Certified Chef (PCC)	
E6	American Culinary Federation (ACF)	Personal Certified Executive Chef (PCEC)	
E5	American Society for Quality (ASQ)	Food Safety and Quality Auditor Certification (CFSQA)	
E5	Certifying Board for Dietary Managers (CBDMD)	Certified Dietary Manager, Certified Food Protection Professional (CDM-CFPP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	



Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E5	National Environmental Health Association (NEHA)	Certified Professional - Food Safety (CP-FS)	
E3	National Registry of Food Safety Professionals (NRFSP)	Certified Food Safety HACCP Manager (CFSHM)	
E5	National Registry of Food Safety Professionals (NRFSP)	Food Safety Manager Certification (FSMC)	
E4	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

### Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the CSS-Culinary Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Baker	
	Cook (Any Industry)	
	Cook (Hotel & Restaurant)	
	Counselor (Professional & Kindred)	
	Manager, Food Service	

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the CSS-Culinary Specialist Submarine Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil/usn/>.

Occupation (Civilian Employer)
Chefs and Head Cooks
Cooks, Institution and Cafeteria
Cooks, Restaurant
Cooks, Short Order
Dining Room and Cafeteria Attendants and Bartender Helpers
Fast Food and Counter Workers
File Clerks
First-Line Supervisors of Food Preparation and Serving Workers
Food Preparation Workers
Food Service Managers
Receptionists and Information Clerks

Occupation (Federal Employer)
0630 - Dietitian and Nutritionist Series
1144 - Commissary Management Series
1382 - Food Technology Series
1603 - Equipment, Facilities, and Services Assistance Series
1667 - Food Services Series
1863 - Food Inspection Series
5310 - Kitchen/Bakery Equipment Repairing
7402 - Baking
7404 - Cooking
7407 - Meatcutting
7408 - Food Service Working
9968 - Chief Steward
9969 - Third Steward
9971 - Chief Cook
9972 - Steward Cook
9973 - Second Cook
9974 - Third Cook
9975 - Assistant Cook
9976 - Cook-Baker
9977 - Second Cook-Baker
9978 - Night Cook and Baker
9979 - Steward-Baker
9980 - Third Pantryman
9981 - Galleyman

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

### SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

### SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>6</sup>	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

**E1/E2/E3 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Food Safety and Food Service Sanitation	Navy e-Learning	sco12_5142d9d6, sco12_2880d9e6, sco12_9ea3d9a3	2 hours	
Navy Nutrition	Navy e-Learning	CSS-CS-0011	2 hours	



**E1/E2/E3 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
<b>Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E1/E2/E3 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Reading-Program/>

### ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Naval-Power">https://www.navy.mil/CNO-Reading-Program/Naval-Power</a> for complete list.	
Sea Power <i>by Admiral James Stavridis</i>	
Toward a New Maritime Strategy <i>by Peter D. Haynes</i>	
The Rules Of The Game <i>by Andrew Gordon</i>	
Sea Power <i>by Geoffrey Till</i>	
Red Star Over The Pacific <i>by Toshi Yoshihara and James R. Holmes</i>	
High Velocity Outcomes (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/HVO">https://www.navy.mil/CNO-Reading-Program/HVO</a> for complete list.	
Democracy <i>by Condoleezza Rice</i>	
A World in Disarray <i>by Richard Haass</i>	
Our Robots, Ourselves <i>by David A. Mindell</i>	
On Writing Well <i>by William Zinsser</i>	
The Innovator's Dilemma <i>by Clayton M. Christensen</i>	
Navy Team (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Navy-Team">https://www.navy.mil/CNO-Reading-Program/Navy-Team</a> for complete list.	
The Accidental Admiral <i>by James Stavridis</i>	
Team of Teams <i>by Stanley McChrystal</i>	
Navigating the Seven Seas <i>by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
Leadership on the Line <i>by Ronald A. Heifetz and Marty Linsky</i>	
A Vietnam Experience <i>by James Stockdale</i>	
Partnerships (First 5 offerings)	Completed
Visit <a href="https://www.navy.mil/CNO-Reading-Program/Partner-Network">https://www.navy.mil/CNO-Reading-Program/Partner-Network</a> for complete list.	
Partnerships for the Americas <i>by James Stavridis</i>	
The Accidental Superpower <i>by Peter Zeihan</i>	
Asia's Cauldron <i>by Robert D. Kaplan</i>	
World Order <i>by Henry Kissinger</i>	
At Ease <i>by Dwight Eisenhower</i>	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at <https://www.navy.mil/CNO-Reading-Program/A-Z-List>

### E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Battleship Sailor <i>by Mason</i>	
Heroes in Dungarees: The Story of the American Merchant Marine in World War II <i>by Bunker</i>	
Nimitz <i>by Potter</i>	
On Watch <i>by Zumwalt</i>	
The Battle of Leyte Gulf <i>by Cutler</i>	
The Fighting Liberty Ship – A Memoir <i>by Hoehling</i>	



## ALL PAYGRADES VOLUNTARY EDUCATION



**Note:** Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

**You must complete the Tuition Assistance Training before your first course will be approved.**

**Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>**

### How do I get started?

You already have. All your training up to this point is part of your Culinary Specialist Submarine Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR CSS

Recommended Associates' degrees for the Seaman
AAS - Business Administration (Management)
AAS - Food and Beverage Management
AAS - Hotel Management
AS - Interdisciplinary Studies (General Studies)
AA - Liberal Arts
AS - Liberal Arts
AS - Industrial Management Technology
AA - Business and Economics
AS - Business Studies
AA - Business Administration
AA - Information Systems
AAS - Applied Health Studies
AS - Business Administration
AA - Associate in Arts (Business/Business Information Systems)
AA - Associate in Arts (Liberal Arts)

## RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR CSS

Recommended Bachelors/Masters degrees for the Seaman
BBA - Business Administration (General Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Technical Management (General Technical)
BS - Interdisciplinary Studies (Culinary Arts Management)
BA - Liberal Arts
BS - Liberal Arts
BA - Sociology
BGS - Bachelor of General Studies
BGS - Organizational Leadership
BS - Organizational Leadership
BA - Interdisciplinary Studies
BS - Diplomacy and Military Studies
BBA - Generalist
BS - Psychology
BS - Religion
BBA - Business Administration (Banking)
BBA - Business Administration (Finance)
BBA - Business Administration (Human Resource Management)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BBA - Business Administration (Retail Management)
BA - Liberal Studies
BS - Business Administration (General Management)
BS - Business Administration (Hospitality Management)
BA - Administrative Leadership
BS - Business - Accounting
BA - Human Resources
BA - Organizational Development
BAAS - Bachelor of Applied Arts and Sciences
BS - Human Services

## GENERAL INFORMATION ON VOLUNTARY EDUCATION

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### The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

### Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

### Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

### Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

### College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

## **SAMPLE DEGREE PLAN**

### **INTERDISCIPLINARY STUDIES ASSOCIATE IN SCIENCE DEGREE**

#### **Interdisciplinary Studies at Empire State College**

#### **Associate in Science Degree (Total 64 Semester Hours Minimum)**

[http://www.esc.edu/ESOnline/Across\\_ESC/cdl/navyroll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/\\$FILE/AS%20INT%20General%20Studies.pdf](http://www.esc.edu/ESOnline/Across_ESC/cdl/navyroll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/$FILE/AS%20INT%20General%20Studies.pdf)

#### **General Education Core Requirements (21 Hours); Choose 7 of the following 10 areas**

I. The Arts

II. Basic Communication

III. Social Science

IV. Mathematics

V. Humanities

VI. Natural Sciences

VII. American History

VIII. Western Civilization

IX. Other World Civilizations

X. Foreign Languages

#### **Educational Planning (4 hours)**

#### **Liberal Studies (7 hours)**

#### **General Studies (32 hours); Credits may include**

I. Nautical Science, Food Service Internship, Quantity Food Preparation, Food Preparation, Advanced Culinary Techniques, Food Service Sanitation, Dining Room Service and Menu Planning, Principles of Supervision, Sanitation and Safety, etc.

24 semester hours must be taken at Empire State College, 32 must be liberal studies, and up to 40 can be transferred from other sources. Total applied ACE credits range from 9 to 32 credits based on rank (E3 to E9).

- Remember, this is only an example, you must see a college counselor to work out a plan for you.

## **SAMPLE DEGREE PLAN**

### **INTERDISCIPLINARY STUDIES BACHELOR OF SCIENCE DEGREE**

**Interdisciplinary Studies at Empire State College**

**Bachelor of Science Degree (Total 128 Semester Hours Minimum)**

[http://www.esc.edu/ESOnline/Across\\_ESC/cdl/navycoll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/\\$FILE/BS%20INT%20Culinary%20Arts%20Management.pdf](http://www.esc.edu/ESOnline/Across_ESC/cdl/navycoll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/$FILE/BS%20INT%20Culinary%20Arts%20Management.pdf)

**General Education Core Requirements (30 Hours);**

I. The Arts

II. Basic Communication

III. Social Science

IV. Mathematics

V. Humanities

VI. Natural Sciences

VII. American History

VIII. Western Civilization

IX. Other World Civilizations

X. Foreign Languages

**Educational Planning (4 hours)**

**AOS/Concentration (Major) (20 hours) credits may include**

I. Food Service Internship, Quantity Food Preparation, Food Prep, Advanced Culinary Techniques, Food Service Sanitation, Dining Room Service and Menu Planning, etc.

**Concentration (Major) (24 hours); Credits may include**

I. Sanitation and Safety, Field Experience in Hospitality Management, Food and Beverage Cost Control, Principles of Management, etc.

**Electives (29 hours)**

**Electives-Advanced Level (21) hours**

24 semester hours must be taken at Empire State College, 32 must be liberal studies, and up to 40 can be transferred from other sources. Total applied ACE credits range from 9 to 45 credits based on rank (E3 to E9).

- Remember, this is only an example, you must see a college counselor to work out a plan for you.



## **SAMPLE DEGREE PLAN**

### **MASTER OF SCIENCE DEGREE IN MANAGEMENT**

**Management at Thomas Edison State College**

**Master of Science (Minimum of 36 Semester hours)**

<http://www.tesc.edu/2236.php>

#### **- Core (18 Semester Hours)**

ORG-502 Leadership Management in the 21st Century	(3)	
HRM-530 Human Resources Management	(3)	
ORR-510 Organizational Research	(3)	
EIO-520 Economic Issues in Organizations	(3)	
FAM-540 Finance for Accounting and Managers	(3)	
<b>Select one of the following:</b>	(3)	
<ul style="list-style-type: none"><li>▪ MKM-560 Marketing Management (3)</li><li>▪ PJM-510 Project Management (3)</li></ul>		

#### **- Required Courses (6 Semester Hours)**

<b>Core Advanced Level Courses</b>		<b>6</b>
MSM-620 Leadership, Vision and Strategic Planning	(3)	
MSM-630 Final Capstone Project	(3)	

#### **- Electives (12 Semester Hours)**

<b>Electives</b>		<b>12</b>
Electives may be taken at any time and include any Thomas Edison State College online graduate courses. Students may also develop graduate Prior Learning Assessment (PLA) portfolios or work with a graduate mentor to design an independent study course. Students may also transfer graduate credits from other regionally accredited institutions or apply credits recommended for college credit by the American Council on Education (ACE).		

- Remember, this is only an example, you must see a college counselor to work out a plan for you.

## REFERENCES

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### Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

### Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

## **Advancement & Service Schools:**

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

## **Education Advancement & Service Schools:**

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

## **Diversity, Equity and Inclusion, and Anti-Extremism:**

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

## **Other Quick References:**

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2